



COUNTY OF SAN DIEGO

Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

SHERIFF'S DETENTION SUPERVISING NURSE

Class No. 004546

■ CLASSIFICATION PURPOSE

Under general direction, to plan, organize and supervise professional nursing care for individuals detained in the Sheriff's Department detention facilities; and to perform related work as assigned.

■ DISTINGUISHING CHARACTERISTICS

Sheriff's Detention Supervising Nurse oversees care of inmates through subordinate nursing staff and is responsible for supervising all nursing services within a detention facility. This class differs from the next lower class, Sheriff's Detentions Nurse, in that the latter provides routine and emergency nursing services to inmates of detention facilities.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential functions:

1. Performs patient assessments to make initial determination of patients' conditions and, need for treatments by professional medical staff.
2. Assists physician in treating inmates who call in sick.
3. Plans and approves work schedules, and supervises nursing activities.
4. Coordinates nursing services in a detention facility to ensure an adequate standard of care.
5. Interprets policies and procedures to members of the nursing staff.
6. Analyzes and evaluates nursing service needs and makes recommendations on how best to meet the needs.
7. Demonstrates effective techniques of care to subordinates on the nursing staff.
8. Helps establish and implement standards of safe and therapeutic care.
9. Assists in the provision of in-service education.
10. Maintains effective working relationships with other divisions or services.
11. Counsels nursing division employees on problems related to their work.
12. Keeps records and makes reports.
13. Plans and approves work schedules, oversees and supervises nursing activities.
14. May work as an on-call supervisor during weekends and holidays for Medical Division, as scheduled.
15. Provides responsive, high quality service to County employees, patients, representative of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- State of California laws and regulations for the nursing profession specific to the Nurse Practice Act and laws/regulations applicable to California Detention Facilities.
- Registered nurse principles, procedures and techniques used in the care and treatment of medical and psychiatric inmates/patients.
- Medical and psychological terminology.
- Standard medical documentation and record keeping.
- Basic symptoms of medical, emotional and mental disorders.
- Basic symptoms and treatment of alcoholism and drug abuse (including overdose), communicable diseases, and public health outbreaks.
- Medical and psychiatric emergency procedures.
- Laboratory results and common current medical terminology.
- Control, preparation and administration of medications.
- Common drugs and medications used by inmate/patients and response to common drug interactions and allergic reactions.
- Common drugs and medications used for birth control, communicable diseases, immunizations, allergies, cardiovascular conditions, and substance overdoses, including their contraindications and normal and abnormal results.
- Current standard protocols, awareness of Universal Precautions, and Bloodborne Pathogen procedures.
- Proper handling and administering of biological pathogens.
- Principles, techniques, and goals of medical and non-medical treatment modalities used at the Sheriff's Detention facilities.
- Techniques used when dealing with agitated patients, i.e., counseling, medication, or restraint.
- Medications administered to patients.
- Standard and emergency medical procedures.
- Legal aspects of patient care and treatment.
- Current medical procedures and equipment.
- Complementary and supportive therapeutic and social services available to patients.
- Principles and techniques of supervision and administration.
- The General Management System in principle and in practice.
- Basic computer programs.
- Telephone, office, online etiquette.
- County customer service objectives and strategies.

Skills and Abilities to:

- Manage and implement clinical programs for nursing staff and detention medical services.
- Coordinate and supervise the work of nursing personnel in providing nursing care and treatment to patients on an assigned shift.
- Provide counseling, teaching, and leadership to the nursing staff.
- Recognize patient behaviors and apply skilled nursing principles in dealing with patient problems.
- Apply basic nursing care principles and procedures in the evaluation and treatment of patients who are inmates of a detention facility.
- Respond to emergencies with appropriate intervention.
- Communicate effectively orally and in writing.
- Operate computer and various software programs.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in situations, which require a high degree of sensitivity, tact and diplomacy.
- Assess the patient's or customer's immediate needs and ensure patient's or customer's receipt of needed services through personal service or referral.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Graduation from an accredited school of nursing is required, AND three (3) years of full-time registered nursing experience; OR, two and one-half (2½) years of full-time registered nursing experience in a psychiatric, corrections or public health clinic facility. Some supervision and management experience is required. Some experience or coursework in the area of psychiatric nursing, and/or correctional nursing is highly desirable. Masters level education in Nursing, Public Health, or Health Administration is highly desirable.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Frequent: walking, standing, neck and waist bending, climbing, repetitive use of hands, power hand grasping, and reaching above and below shoulder level. Occasional: sitting, squatting, kneeling, neck and waist twisting, and hand pushing and pulling. Must be able to lift up to 25 lbs., and occasionally 60 lbs.

■ SPECIAL LICENSES, NOTES, OR REQUIREMENTS

Licenses

Valid Registered Nurse license issued by the State of California, which must be maintained throughout employment.

Valid California class C driver's license which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Note

Current CPR card and Automatic External Defibrillator (AED) certification is required at the time of application, which must be maintained throughout employment.

Working Conditions

May be subject to verbal and physical abuse from patients and exposed to communicable diseases.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a psychological, polygraph or other examination or test.

Probationary Period

Incumbents appointed to permanent positions in this classification shall serve a probationary period of six months (Civil Service Rule 4.2.5).

New: July 13, 1990
Revised: August 30, 2002
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